

26 February 1952

MEMORANDUM FOR RECORD

SUBJECT: Career Service Program

Talked today to Mr. Joseph Green, State Department, who has been over the career service papers. He suggested that we should divide our program by three classes of employees: (1) Professional; (2) Clerical and Administrative (the latter being a position of more responsibility to which the clerical can attain); (3) Specialists, whose sole value to the Agency is in their specialty.

For each class, we should determine a system of selection, training, promotion and rewards. Rewards, he feels strongly, should be natural (pay increases and advancements) and not artificial (Distinguished Service Awards, etc.).

Before a further conference, Mr. Green would like information on roughly how many people are in each class, what percentage of them are here, and the percentage abroad and under limited supervision.

Stuart Hadden  
Inspector General

2 - *See memo*  
1 - *EE*